

E-Mail ALSPO O/05

Subj: Assignment/Termination of Government Quarters

- Ref: (a) [COMDT COGARD Washington DC 151635Z APR 05/ALCOAST 208/05, G-W, COMDTNOTE 7000](#)
(b) [E-Mail ALSPO B/05; BAH Overpayment Report](#)
(c) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)
(d) [Direct-Access, BAH Procedural Guide](#)

Introduction This E-Mail ALSPO implements a new process for SPO notification when a member is assigned to or terminates occupancy of government quarters.

Discussion Per references (a) and (b), SPO's, Units, and Local Housing Officers (LHOs) need to communicate effectively and quickly to ensure accurate and timely entry of transactions when a member's BAH entitlement changes. Commandant (CG-1223) has developed the following process to facilitate improved SPO notification, data accuracy, and timeliness.

Notification Process Follow these steps when a member is assigned to or terminates occupancy of government quarters:

Step	Action
1	The Housing Office, on the date of assignment, (and not later than 24 hours after date of assignment/termination), notifies the servicing SPO of the assignment/termination via E-mail. <ul style="list-style-type: none">• Provides copy of notification to Area Housing Officer.
2	Ensure notification includes: <ul style="list-style-type: none">• Member's name• Rate/Rank• Name & Employee ID Number (EMPLID)• Date of assignment/termination• New BAH Status (e.g. "With Dep, – member assigned CG Leased Quarters")• Indicate if spouse is in service• Indicate type of quarters (e. g. Family, UEPH, etc.)• If inadequate quarters indicate the rental fee

Continued on next page

E-Mail ALSPO O/05

Subj: Assignment/Termination of Government Quarters

Notification Process (continued)

Step	Action
3	Upon receipt of the notification, the SPO will acknowledge receipt of the assignment via return e-mail to the housing office within 24 hours and submit the appropriate Direct-Access transactions.
4	The Housing Office will run the BAH Verification Report contained in the Housing Management Information System (HMIS) every two weeks.
5	The Housing Office will review all discrepancies and correct HMIS data entry errors within 3-5 days of running the BAH Verification Report. Upon completion, the housing office will notify the SPO, via e-mail, of any remaining discrepancies involving incorrect BAH codes.


Directives Affected


The contents of this E-Mail ALSPO will be included in the next change to reference (c).

Questions

Questions regarding HMIS or the BAH Verification Report may be directed to COMDT (CG-1223), D. Van Pelt, HMIS/Training Manager, (202) 267-0383.

Reference (d) provides procedures for entering BAH entitlement changes in Direct Access. Questions regarding Direct-Access may be directed to PSC Customer Care at:

 (866) 772-8724/(785) 339-2200

 <http://www.uscg.mil/hq/psc/customerservice.shtm> or e-mail to PSCCustomerCare@hrrsic.uscg.mil

Released by

Internet release authorized.

/s/
M. P. SULLIVAN
Executive Director